**Tashnuva Sumaiya Islam**

House-8, Road-4, Sector-4, Uttara, Dhaka-1230, Bangladesh



16th July 1993 01882651954 tashnuvasumaiya.i@gmail.com

**“Ambition, curiosity and enthusiasm to learn are my motivators to build a successful career”**

Work Experience:

1. **Communications Officer** at **SAJIDA Foundation** (1st June 2017 to 30th November 2017)
* Coordinated field visits for new employees
* Participated and volunteered at Development Fair 2017
* Volunteered at Broken Earth Training on High End Delivery 2017
* Participated at NSU Career Fair 2017
* Collection and verification of data on SAJIDA Foundation for Annual Repot 2017
* Maintained database for media articles
* Translated all internal documents from Bangla to English and vice versa
1. **Content Writer** at **Hubdhaka** (17th January 2017 to 17th April 2017)
* Interviewed 22 startup entrepreneurs for social media blogs
* Handled all creative documentation of the firm
* Editing articles and content creation for marketing
1. **Human Resource Management Intern**: at **Novo Nordisk Pharma Private Ltd.** (7th April 2016 till 30th August 2016)
* Regularly filing the records of the job applicants
* Assist the employers during interview or training sessions
* Archiving highly confidential information of employee files
* In charge of content creation and editing of employee magazine ‘Life Changing Careers’
* Maintaining and promoting the Facebook page ‘Life Changing Careers’ on different social media networks
* Receiving the Curricular Vitae of job applicants
* Designing and editing the Employee Handbook for new recruits
* Collecting ‘Candidate Satisfaction Surveys’ from job applicants
* Contacting banks and other financial institutions regarding bank accounts and finances for 300 employees
* Supervising written exams of job applicants.
1. **Marketing Intern at** **Canadian University Application Centre** (CUAC) (July 2011 to September 2011)
* Arranged invitations for 800 students to attend Education Fair organized by CUAC
* Providing basic information on Canadian Universities to the applicants
* Contacting schools and students to encourage them to apply at Canadian Universities
* Maintained call logs and student database

I learnt:

1. **Languages:**

**English:**

**Bangla:**

1. **Software:**

**MS Office:**

**Google Drive:**

**Bijoy Bangla typing software:**

A day from my life:

What I like:

1. **Public speaking:**
* Participated in Debates and won accolades at Model United Nations Conferences
1. **Writing:**
* Participated in ‘Pursuit of Passion’ hosted by North South University Communications Club
1. **Leadership:**
* Participated in Bangladesh Youth Leadership Training on “Art and Practice of Leadership 6”

I learnt:

**Languages:**

* English:
* Bangla:

**Software:**

* MS Office:
* Google Drive:
* Bijoy Bangla typing software:

My Strengths:

H.M Ferdous Tusher

HR Business Partner,

Novo Nordisk Pharma Pvt. Ltd.

Phone: 01787683615

Maruf-Ibne Wali

Lecturer, School of Business and Economics,

 The North South University School of Business and Economics

Phone Number: 01716788220

Education:

1. **BRAC University**

**Masters in Development Studies**

Jan 2017- July 2018 CGPA: 3.27

1. **The North South University**

**Bachelors in Business Administration in HR and Marketing**

Jan 2012-August 2016 CGPA: 2.72

1. **The Aga Khan School**

**O’levels and A’levels**

2008-2011

References: